



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX
201 6TH AVENUE, SUITE 156
FORT KNOX, KENTUCKY 40121-5721**

REPLY TO
ATTENTION OF:

IMSE-KNX-LG

1 September 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memo No. 2-09 – Command Supply Discipline Program (CSDP)

1. References.

- a. AR 735-5, Policies and Procedures for Property Accountability, 28 February 2005.
- b. AR 710-2, Supply Policy Below the National Level, 28 March 2008.

2. Purpose. To establish the Fort Knox United States Army Garrison CSDP under the provisions of the above references.

3. Purposes of the CSDP are the following:

- a. Ensure compliance with Department of the Army supply regulations and directives.
- b. Encourage management ideas and concepts for improved supply discipline.
- c. Use the CSDP as regulatory guidance in supply operations.
- d. Promote supply economy consciousness.
- e. Identify supply problems, which permits timely corrective action within the chain of command.
- f. Achieve maximum use of materiel resources.
- g. Provide responsible personnel with a standard listing of existing supply discipline requirements for each level of command.
- h. Eliminate fraud and waste of Government property and supplies.
- i. Ensure the proper use, safeguarding, and storage of Government property.
- j. Ensure all on-hand equipment is authorized and prompt action is taken to dispose of excess.

k. Ensure compliance with regulatory requirements in maintaining property accountability, responsibility, and inventory control of Government property.

l. Eliminate repeat findings of noncompliance with established policy.

4. Duties and responsibilities.

a. Director of Logistics (DOL).

(1) Serves as the Garrison Commander's monitor of the CSDP.

(2) Provides the required guidance and assistance to commanders to ensure an effective CSDP is established.

(3) Conducts periodic evaluations and assessments of subordinate activities within the command of this headquarters. Conducts evaluations to determine compliance with regulatory requirements and administrative procedures as outlined in the appropriate tables in AR 710-2, Appendix B.

(4) Provides commanders with feedback on evaluation of their supply discipline performance.

(5) Elevates findings of repeated discrepancies to the appropriate level of command for action.

(6) Maintains a file of evaluations on each organization or activity evaluated.

(7) Identifies supply problems and provides recommendations for resolution before they become serious or have a major impact on the overall supply posture.

(8) Provides training in those supply areas determined to be beyond the capability of the subordinate organization or activity.

(9) Implements policy guidance on supply subject matters based on information received and actions directed from higher levels of command.

(10) Provides assistance and guidance to commanders of Fort Knox Partners in Excellence in supply areas, if requested.

b. Organization and Activity Commanders.

(1) Provides personal interest and direction necessary to develop, implement, and enforce an effective supply discipline program using the regulatory guidelines and requirements as a basis for action.

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- (2) Appoints, in writing, a senior logistician as the CSDP monitor.
 - (3) Provides a copy of the appointment orders to DOL (IMSE-KNX-LG).
 - (4) Establishes a detailed, written supply policy and procedure, to include all subject areas identified in the appendix of cited references applicable to their level of supervision or command.
 - (5) Develops evaluation checklists to conform with all requirements in the appropriate tables contained in cited references and those which are locally established for use in conducting evaluations of subordinate units.
 - (6) Performs frequent CSDP evaluations of their units to ensure supply discipline is being practiced and enforced within regulatory guidelines and take immediate action towards improving and correcting noted weaknesses. Frequency of required evaluation inspections is contained in AR 710-2, Appendix B, Table B-7.
 - (7) Advises and seeks assistance through command channels for solving problems beyond the capability of the level of command affected.
 - (8) Uses all available means to assure an efficient CSDP is in place and working. The ways and means to achieve this goal are provided in regulatory guidance.
 - (9) Establishes a continuing information and training program to ensure personnel are aware of their responsibilities in support of the CSDP.
 - (10) Initiates action to ensure thorough investigations are conducted immediately after discovery of a loss, damage, or destruction of Government property and the required adjustment documents are processed per reference 1a.
 - (11) Uses results of the CSDP evaluations to determine candidates for the Chief of Staff, Army, Supply Excellence Award (CSA/SEA) Program.
- c. Command Supply Discipline Monitors.
- (1) Summary of responsibilities and duties is defined in cited references.
 - (2) Performs duties as directed by the commander.
- d. Unit/User Level.
- (1) Establishes a written procedure, to include all supply areas in their supervisory level of responsibility.

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(2) Advises the next higher level of command of problem areas beyond their capability to resolve.

(3) Conducts frequent inspections within their area of responsibility to ensure compliance with regulatory and command procedures.

(4) Conducts supply training classes for improving individual skills and performance in supply-related areas.

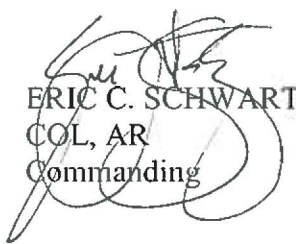
(5) Conducts frequent inventories of all property on hand within their command or level of supervisory control. Frequency of inventories is required as outlined in AR 710-2, table 2-1.

(6) Takes prompt action to reconcile inventory variances as outlined in references 1a and 1b.

5. Scope and Application of the CSDP. This extends from the individual user throughout all levels of supervision and command and requires an aggressive, united effort to ensure its success. All commanders, directors, and supervisory personnel will take the required actions to ensure a strong, effective CSDP is fully implemented and enforced within their level of command and responsibility as outlined in the cited references.

6. Monitoring the CSDP. This is a primary area of concern throughout Department of the Army and will be monitored closely for strict compliance and enforcement through frequent evaluations and assessments by each element of command as indicated in AR 710-2, tables B-2 through B-7. Noted discrepancies will be documented and brought to the attention of the organization commander/director for corrective action. Repeated noted discrepancies will be documented through command channels to ensure appropriate action is taken.

7. Point of contact is the Office of the Director, Directorate of Logistics, phone 4-2546.


ERIC C. SCHWARTZ
COL, AR
Commanding

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